



City of Sachse, Texas

Meeting Agenda

Library Board

Monday, November 13, 2017

7:00 PM

Library Meeting Room

The Library Board of the City of Sachse will hold a Regular Meeting on Monday, November 13, 2017, at 7:00 p.m. at the Sachse Public Library, 3815 Sachse Road, Building C, Sachse, Texas to consider the following items of business:

1. Invocation and Pledge of Allegiance to the U.S. and Texas Flags.

A. Pledge of Allegiance to the Flag of the United States of America: I pledge allegiance to the flag of the United States of America, and to the Republic for which it stands: one nation under God, indivisible, with liberty and justice for all.

B. Pledge of Allegiance to the Texas State Flag: Honor the Texas flag; I pledge allegiance to thee, Texas, one state under God, one and indivisible.

2. Introduction of new board members.

3. [17-3965](#) Consider approval of the August 14, 2017 meeting minutes.

Attachments: [Minutes 081417 meeting](#)

4. [17-4065](#) Consider approval of the October 9, 2017 meeting minutes.

Attachments: [Library Board Minutes - 100917](#)

5. [17-4066](#) Receive and discuss the Library Manager's monthly report.

Attachments: [October 2017](#)

6. Request for future agenda items.

7. Receive and discuss Library Board announcements regarding special events, current activities, and local achievements

8. Adjournment.

Posted: November 8, 2017; 5:00 p.m.

Michelle Lewis Sirianni, City Secretary

If you plan to attend this public meeting and you have a disability that requires special arrangements at the meeting, please contact Michelle Lewis Sirianni, City Secretary at (972) 495-1212, 48 business hours prior to the scheduled meeting date.



City of Sachse, Texas

Legislation Details (With Text)

File #: 17-3965 **Version:** 1 **Name:** Library Board Minutes - August 14, 2017
Type: Agenda Item **Status:** Agenda Ready
File created: 9/6/2017 **In control:** Library Board
On agenda: 10/9/2017 **Final action:**
Title: Consider approval of the August 14, 2017 meeting minutes.
Sponsors:
Indexes:
Code sections:
Attachments: [Minutes 081417 meeting](#)

Date	Ver.	Action By	Action	Result
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Title
August 14, 2017 meeting minutes.

Background
Minutes for the August 14, 2017 meeting.

Policy Considerations
N/A

Budgetary Considerations
N/A

Staff Recommendations
Approve the minutes of the August 14, 2017 meeting.

**City of Sachse
Library Board Monthly Meeting
Sachse Public Library Meeting Room
Monday, August 14, 2017**

Attendees: Councilman Charlie Ross, Chairperson Dixie Scogin, Lauren McKinney, Sean French, Billy Ketner, Sachse Public Library Manager Mignon Morse.

The meeting was called to order at 7:00 p.m. by Chairperson Dixie Scogin.

Chairperson Dixie Scogin led the Pledges to the U.S. and Texas Flags.

2. 17-3924 Consideration for Approval of the Meeting Minutes from July 10, 2017. Billy Ketner made a motion that these Minutes be approved as written. The motion was seconded by Sean French and passed unanimously.

3. Receive and Discuss presentation from Jacklyn Blair regarding library duties.

Jacklyn provided the Library Board with a short presentation detailing her duties which include customer service, creating publicity, and assisting with material processing.

4. 17-3917 Consider changing Library hours of operation.

Current hours of operation include three nights. Mignon prepared reports from the gate count software that showed Mondays to be the slowest night of the week on a consistent basis. Patrons are requesting more morning hours. The only way we can add hours with the current staffing level is to change the hours to be three nights instead of two. Current library hours are as follows: Monday, Tuesday, and Thursday from 12:00 p.m. to 8:00 p.m.; Wednesday 10:00 a.m. to 6:00 p.m.; Friday 12:00 p.m. to 6:00 p.m. and Saturday 10:00 a.m. to 4:00 p.m. The Library staff is proposing the following hours starting October 2: Monday, Wednesday and Friday 10:00 a.m. to 6:00 p.m.; Tuesday and Thursday 11:00 a.m. to 8:00 p.m.; and Saturdays remain the same with 10:00 a.m. to 4:00 p.m. The board unanimously agreed that the proposed hours are a positive change for the Library. Mignon assured the Board that the new hours will be publicized through signage, magnets listing library hours, and social media.

5. 17-3918 Consider selling ear buds at the Library.

The Library staff would like to propose that the Library offer earbuds to citizens. This is a service several area libraries offer. Patrons often come to the library and want to utilize them to listen to a video which is disturbing to other patrons. The policy states that patrons cannot listen to audio on computers without a hearing device. The Library would like to offer ear buds for \$1.00 a pair to cover the cost of purchase. The board agreed with the idea, and they are supportive of selling ear buds at the library. This

item will be listed on the master fee schedule that will be presented to Council for approval in September.

6. 17-3923 Receive and Discuss the Library manager's report.

Mignon briefed the board on the last month of summer activities. There was an increase in circulation for July. There were 4,893 people who attended Summer Reading programs in FY 2017 compared to 3,666 attendees in FY 2016. There were 13,020 hours read and 1,276 registrations.

7. Discuss volunteer opportunities.

There were no volunteer opportunities discussed.

8. Request for future agenda items.

There were no requests for future agenda items.

9. Receive and discuss Library Board announcements regarding special events, current activities, and local achievements.

There were no announcements.

10. Adjournment.

Dixie Scogin, chairperson, adjourned the meeting at 7:35 p.m.

Attest:

Approve

Secretary

Chairman



City of Sachse, Texas

Legislation Details (With Text)

File #: 17-4065 **Version:** 1 **Name:** Library Board Minutes - October 9, 2017
Type: Agenda Item **Status:** Agenda Ready
File created: 10/31/2017 **In control:** Library Board
On agenda: 11/13/2017 **Final action:**
Title: Consider approval of the October 9, 2017 meeting minutes.
Sponsors:
Indexes:
Code sections:
Attachments: [Library Board Minutes - 100917](#)

Date	Ver.	Action By	Action	Result
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Title
October 9, 2017 meeting minutes.

Background
Minutes for the October 9, 2017 meeting.

Policy Considerations
N/A

Budgetary Considerations
N/A

Staff Recommendations
Approve the minutes of the October 9, 2017 meeting.

City of Sachse
Library Board Monthly Meeting
Sachse Public Library Meeting Room
Monday, October 9, 2017

Attendees: Chairperson Dixie Scogin, Co-Chairperson Ruth Glover, Sean French, Billy Ketner, and Sachse Public Library Director Mignon Morse.

The meeting was called to order at 7:05 p.m. by Chairperson Dixie Scogin.

Chairperson Dixie Scogin led the Pledges to the U.S. and Texas Flags.

Consideration for Approval of the Meeting Minutes from August 14, 2017 meeting was tabled as no Minutes were available at the 9/11/17 meeting. The September Minutes were approved first by Billy Ketner and seconded by Sean French.

17-4011 Mignon discussed the upcoming painting project which was approved for funding. The library has not been painted since 2001, she thinks. The suggestion was made to ask the painters to preserve the murals with a protective coating and paint or build a frame around them for additional enhancement and preservation. Since there are white wooden "sticks" below the windows, the suggestion is to see whether there are more which could be painted white and added under the mural in the meeting room, or perhaps it could be made to look like wainscoting.

During the bidding process and negotiations with the painting crew, the discussion arose to close the library for two days rather than extending the process and having the paint smell nauseate people longer than necessary. The Board agreed that Mignon's decision to close the library for two days has great merit.

17-4009 Mignon presented the monthly summary with color photos of the many children's programs. Discussion ensued regarding space needs with the growing community. She has five employees and feels they do well with the budget constrictions. The population of Sachse is now at 24,554 with 69,645 visitors and 12,713 attending library programs from October 2016 16-September 2017. The number employees compared to neighboring libraries is low. She would like to add more programs for children ages 9-12.

Toni, her programs person, resigned this week. Mignon will be looking for a new employee.

Volunteer Opportunities-We were reminded of the upcoming Sachse Christmas Extravaganza on 12/06/17 as they will need volunteers for the many events that evening.

Library Board Announcements-Ruth Glover reminded people of the upcoming panel of four authors from the Sachse-Wylie Authors Group at the Wylie Art Gallery on 10/14/17. The title of the presentation and discussion is "Ask the Authors" from 2:30-3:30 with an Open House in the gallery for the artists and authors. The event is part of the Wylie Oktoberfest with bratwurst and beer, face painting, and other fun outside the door of the gallery.

Dixie Scogin declared the meeting closed at 7:45 p.m.

Minutes taken and compiled by Acting Secretary Ruth Glover on Monday, October 9, 2016

Attest:

Approve

Secretary

Chairman



City of Sachse, Texas

Legislation Details (With Text)

File #: 17-4066 **Version:** 1 **Name:** Library Manager's Report
Type: Agenda Item **Status:** Agenda Ready
File created: 10/31/2017 **In control:** Library Board
On agenda: 11/13/2017 **Final action:**
Title: Receive and discuss the Library Manager's monthly report.
Sponsors:
Indexes:
Code sections:
Attachments: [October 2017](#)

Date	Ver.	Action By	Action	Result
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Title
Library Manager's Report

Background
Library Manager Mignon Morse will make Library announcements, present monthly statistics, discuss upcoming projects, events, and community outreach.

Policy Considerations
N/A

Budgetary Considerations
N/A

Staff Recommendations
Discussion only.



Departmental Report		October 2017	
Fiscal Year (2017)		Fiscal Year (2018)	
This Month	Year to Date	This Month	Year to Date

Collection

Number of Titles	40,806		40,825	
Number of Items	42,016		42,016	
Number of New Items	389	389	176	
Number of Items Removed	1,285	1,285	129	129
Donated Items Added	28	28	14	14
Number of E-Books	2,399		2,648	
Number of New E-Books	72	72		0

Patrons

Number of Patrons	10,170		11,489	
Number of New Patrons	91	91	75	75
Number of Patrons Removed	5	5	1	1

Circulation

Total Circulation	11,711	11,711	10,130	10,130
Adult Fiction	804	804	701	701
Adult Non- Fiction	676	676	387	387
Juvenile Fiction	6,213	6,213	4,902	4,902
YA materials	185	185	414	414
Interlibrary Loans	66	66	73	73
Juvenile Non-Fiction	764	764	589	589
DVDs & Blu-Ray	2,441	2,441	1,940	1,940
E-Books	411	411	156	156
E-book consortium			1,083	
Audio CDs	151	151	74	74

Programs and Services

Number of Internet Sessions	661	661	584	584
Number of Programs	12	12	13	13
Program Attendance	983	983	794	794
Volunteer Hours	188	188	76	76
ILL incoming requests			57	57
ILL incoming received			71	71
ILL outgoing requests			157	157
ILL outgoing shipped			157	157
Literacy Computer Uses	1289		1,659	1,659
Door Count	6,108	6,108	5,435	5,435

Programs

	Date	Attendance
Story Time	04-Oct	55
Story Time	05-Oct	58
Teen/Tween Painting Class	10-Oct	22
Story Time	11-Oct	55
Story Time	12-Oct	64
Teen/Tween Face Painting Class	13-Oct	14
Story Time	18-Oct	42
Story Time	19-Oct	56
Halloween Celebration	24-Oct	250
Story Time	25-Oct	59
Story Time	26-Oct	60
Princess the Reading Dog (two visits)		5
GISD Alternative School presentation	10-Oct	54
Total		794